

**NOTE THAT THIS IS A DRAFT, NOT INTENDED FOR USE BY COUNTIES.**

**OUTPUT REPORT**

*In the sections that follow, please report on both PDP grant-funded activity and activity funded through other sources. Note that activity funded by these different sources should be reported separately in the provided tables.*

**Reporting Period**

*Instructions:* In this section, please indicate the current reporting period with an X.

Report Period 1: Project Start Date to 6/30/2022	
Report Period 2: 7/1/2022 – 12/31/2022	
Report Period 3: 1/1/2023 – 6/30/2023	
Report Period 4: 7/1/2023 – 12/31/2023	
Report Period 5: 1/1/2024 – 6/30/2024	

**Project Focus: Personnel**

*Instructions:* In this section, we are interested in three different categories of activities that could relate to efforts to fund personnel for PDP grant-funded activities:

- 1) The first subsection focuses on **hiring of additional personnel** (whether full-time permanent, part-time permanent, full-time temporary, or part-time temporary) from two perspectives: a) hires using PDP grant funds and b) non-PDP-grant hires to work on issues related to P.C. §§ 1170.03 (formerly §1170(d)(1)), 1170.95, 1473.7(a)(1)-(3), and 3051. *Note that this should not include personnel that were reassigned from other parts of the office. These individuals should be reflected in the next sub-section.*
- 2) The second subsection focuses on **personnel who were reassigned from within the office and now are receiving PDP grant funds to support key statute-related post-conviction relief efforts**. Again, we are interested in whether these individuals are full-time or part-time, and whether they are permanent or temporary.
- 3) The third subsection tracks **turnover in any PDP grant-funded positions**. This includes a table to report any individuals who were funded with PDP grant funds who left the office during the reporting period. It also includes a table to track any individuals who were re-assigned from PDP grant-funded positions to non-PDP-grant funded positions.

More instructions related to each of these is subsections is provided below.

**Subsection 1: Hiring of Additional Personnel**

*Instructions:* In the first table in this subsection, we are interested in **hiring of additional personnel using PDP grant funds**, including full-time permanent, part-time permanent, full-time temporary, or part-time temporary personnel. If you did not hire personnel in a given category, please write "0." If you have personnel in a category that does not appear in this section, you can report them in the "other" category, and please specify what types of roles they are in. In the second table of this subsection, we are interested in anyone **hired in your office using other (i.e., non-PDP-grant) funds to support activity directly related to P.C. §§ 1170.03 (formerly §1170(d)(1)), 1170.95, 1473.7(a)(1)-(3), and 3051**, which provides a point of comparison for people hired using PDP grant funds. Please complete the second table following the same instructions as the first table.

<b>Personnel <u>hired using PDP grant funds</u> in this reporting period</b>	<b># of Full-Time Permanent</b>	<b># of Part-Time Permanent</b>	<b># of Full-Time Temporary</b>	<b># of Part-Time Temporary</b>
Attorneys (includes both staff and managing attorneys)				
Social workers, psychologists, or other clinicians				
Sentencing or mitigation specialists				
Paralegals and legal assistants providing direct client or case legal support				
Investigators				
Interpreters				

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Data analysts				
IT technical positions				
Administrative personnel (including office managers, administrative officers, administrative assistants, secretaries, legal secretaries)				
Other personnel types (enter roles or titles in the boxes below)				
1)				
2)				
3)				

<b>Personnel working on activity related to P.C. §§ 1170.03 (formerly §1170(d)(1)), 1170.95, 1473.7(a)(1)-(3), and 3051 who were hired using other funds in this reporting period</b>	<b># of Full-Time Permanent</b>	<b># of Part-Time Permanent</b>	<b># of Full-Time Temporary</b>	<b># of Part-Time Temporary</b>
Attorneys (includes both staff and managing attorneys)				
Social workers, psychologists, or other clinicians				
Sentencing or mitigation specialists				
Paralegals, legal assistants, law clerks, or legal interns providing direct client or case legal support				
Investigators				
Interpreters				
Data analysts				
IT technical positions				
Administrative personnel (including office managers, administrative officers, administrative assistants, secretaries, legal secretaries)				
Other personnel types (enter roles or titles in the boxes below)				
1)				
2)				
3)				

**Subsection 2: Reassigning Existing Personnel**

*Instructions:* This section focuses on personnel who were reassigned from within the office into a PDP grant-supported position in this reporting period. Again, we are interested in whether these individuals are funded full-time or part-time with PDP grant funds, and whether they are in permanent or temporary positions. If you did not reassign personnel in a given category, please enter "0." If you have personnel that you reassigned in a job category that does not appear in this section, you can report them in the "other" category.

<b>Personnel reassigned to grant funded positions in this reporting period</b>	<b># of Full-Time Permanent</b>	<b># of Part-Time Permanent</b>	<b># of Full-Time Temporary</b>	<b># of Part-Time Temporary</b>
Attorneys (includes both staff and managing attorneys)				
Social workers, psychologists, or other clinicians				
Sentencing or mitigation specialists				
Paralegals, legal assistants, law clerks, or legal interns providing direct client or case legal support				
Investigators				
Interpreters				
Data analysts				
IT technical positions				
Administrative personnel (including office managers, administrative officers, administrative assistants, secretaries, legal secretaries)				
Other personnel types (enter roles or titles in the boxes below)				
1)				

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2)				
3)				

**Subsection 3: Turnover or Departures Among PDP Grant-Funded Personnel**

*Instructions:* The third section tracks turnover in any grant funded positions. This includes a table to report **individuals supported with PDP grant funds who left the office** during the reporting period. It also includes a table to track any **individuals who were re-assigned from PDP grant-funded positions to non-PDP-grant funded positions**. Note that the second table is designed specifically to track people who are no longer supported by PDP grant funds, not just reductions in the amount of percentage of PDP grant funding received. For example, if someone was reduced from having 25% of their salary covered by PDP grant funds to 10% of their salary covered, you would not need to report that here. However, if someone had 25% of their salary covered by PDP grant funds and was completely re-assigned to non-PDP-grant-funded activity, that should be reported here.

<b><i>Personnel in PDP grant-funded positions who departed the office in this reporting period</i></b>	<b><i># of Full-Time Permanent</i></b>	<b><i># of Part-Time Permanent</i></b>	<b><i># of Full-Time Temporary</i></b>	<b><i># of Part-Time Temporary</i></b>
Attorneys (includes both staff and managing attorneys)				
Social workers, psychologists, or other clinicians				
Sentencing or mitigation specialists				
Paralegals, legal assistants, law clerks, or legal interns providing direct client or case legal support				
Investigators				
Interpreters				
Data analysts				
IT technical positions				
Administrative personnel (including office managers, administrative officers, administrative assistants, secretaries, legal secretaries)				
Other personnel types (enter roles or titles in the boxes below)				
1)				
2)				
3)				

<b><i>Personnel who were reassigned from PDP-grant-funded positions to non-PDP-grant funded positions in this reporting period</i></b>	<b><i># of Full-Time Permanent</i></b>	<b><i># of Part-Time Permanent</i></b>	<b><i># of Full-Time Temporary</i></b>	<b><i># of Part-Time Temporary</i></b>
Attorneys (includes both staff and managing attorneys)				
Social workers, psychologists, or other clinicians				
Sentencing or mitigation specialists				
Paralegals, legal assistants, law clerks, or legal interns providing direct client or case legal support				
Investigators				
Interpreters				
Data analysts				
IT technical positions				
Administrative personnel (including office managers, administrative officers, administrative assistants, secretaries, legal secretaries)				
Other personnel types (enter roles or titles in the boxes below)				
1)				
2)				
3)				

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**Project Focus: Attorney and Staff Training**

*Instructions:* In this section, we are interested in training opportunities provided to personnel through your office by external entities, or training opportunities that your staff were funded to attend (e.g., external conferences) related to P.C. §§ 1170.03 (formerly §1170(d)(1)), 1170.95, 1473.7(a)(1)-(3), and 3051. The first table asks about PDP grant-supported training for these key statutes of interest, while the second asks about relevant training supported by non-PDP-grant funds.

In the first column in both tables, please indicate the **total number of attorneys or staff in each personnel category** that attended training. If training was not provided to a particular personnel category, please enter 0 in the "# of staff attending training" cell for that category and fill in 0 for the remainder of the cells in that row. If training was provided or funded for personnel in a category that does not appear in this section, you can report them in the "training for other personnel types" category and specify their roles or titles. For the number of training sessions attended, please report the **aggregate number of training sessions attended across personnel**. For example, if 3 personnel each attended 2 training sessions, that would be a total of 6 training sessions. Similarly, for the number of training hours attended, please report the **aggregate number of hours of training across personnel**. For example, if 3 personnel each attended 2 training sessions that lasted 1.5 hours, that would be 9 total hours of training. For purposes of this section, a "training session" refers to each unique instance of training, rather than individual sessions that might have taken place during a day of training (e.g., a conference would be considered one training session even if personnel attended multiple events or breakouts, and even if the conference took place over multiple days).

<b><i>PDP grant-supported training in this reporting period</i></b>	<b><i># of personnel attending training</i></b>	<b><i># of training sessions attended</i></b>	<b><i># of hours of training attended</i></b>
Attorneys (includes both staff and managing attorneys)			
Social workers, psychologists, or other clinicians			
Sentencing or mitigation specialists			
Paralegals, legal assistants, law clerks, or legal interns providing direct client or case legal support			
Investigators			
Interpreters			
Data analysts			
IT technical positions			
Administrative personnel (including office managers, administrative officers, administrative assistants, secretaries, legal secretaries)			
Training for other personnel types (enter roles or titles in the boxes below)			
1)			
2)			

<b><i>Training related to P.C. §§ 1170.03 (formerly §1170(d)(1)), 1170.95, 1473.7(a)(1)-(3), and 3051 supported through other funds in this reporting period</i></b>	<b><i># of personnel attending training</i></b>	<b><i># of training sessions attended</i></b>	<b><i># of hours of training attended</i></b>
Attorneys (includes both staff and managing attorneys)			
Social workers, psychologists, or other clinicians			
Sentencing or mitigation specialists			
Paralegals, legal assistants, law clerks, or legal interns providing direct client or case legal support			
Investigators			
Interpreters			
Data analysts			
IT technical positions			
Administrative personnel (including office managers, administrative officers, administrative assistants, secretaries, legal secretaries)			
Training for other personnel types (enter roles or titles in the boxes below)			
1)			

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2)			
3)			

**Project Focus: Office Supplies, Environment, Expenses, and Infrastructure**

*Instructions:* In this section, we are interested in any investments in office supplies, the physical office space or environment, or office infrastructure related to P.C. §§ 1170.03 (formerly §1170(d)(1)), 1170.95, 1473.7(a)(1)-(3), and 3051. The first table asks about PDP grant-supported investments for these key statutes of interest, while the second asks about relevant investments supported by non-PDP-grant funds.

In each of the tables, simply indicate "yes" if your office had **any investments or activities as described in each category** during the reporting period and "no" if it did not. If you indicate "yes", please give a brief description of what was purchased.

<i><b>PDP grant-funded activities or investments in this reporting period</b></i>	<i><b>Yes or No</b></i>
Installed, expanded, or upgraded wireless or other internet services	
Please specify:	
Made physical changes/improvements to office space (e.g., created new workstations, purchased furniture)	
Please specify:	
Purchased legal research subscriptions	
Please specify:	
Purchased legal books and publications	
Please specify:	
Purchased additional software or computing supports (e.g., evidence.com, cloud storage, licenses)	
Please specify:	
Purchased or upgraded case management system or additional licenses	
Please specify:	
Purchased cell phones, laptops, or other computing devices for personnel use	
Please specify:	
Purchased additional technological supports (e.g., printers, scanners) for personnel use	
Please specify:	
Purchased communication devices, computing equipment, tablets, or other mobile computing devices for use by clients (e.g., to enable them to attend virtual appointments while in jail)	
Please specify:	
Other purchases, expenses, or reimbursements not described above	
Please specify:	

<i><b>Activities or investments related to P.C. §§ 1170.03 (formerly §1170(d)(1)), 1170.95, 1473.7(a)(1)-(3), and 3051 supported through other funds in this reporting period</b></i>	<i><b>Yes or No</b></i>
Installed, expanded, or upgraded wireless or other internet services	
Please specify:	

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Made physical changes/improvements to office space (e.g., created new workstations, purchased furniture)	
Please specify:	
Purchased legal research subscriptions	
Purchased legal books and publications	
Purchased additional software or computing supports (e.g., evidence.com, cloud storage, licenses)	
Please specify:	
Purchased or upgraded case management system or additional licenses	
Purchased cell phones, laptops, or other computing devices for personnel use	
Please specify:	
Purchased additional technological supports (e.g., printers, scanners) for personnel use	
Purchased communication devices, computing equipment, tablets, or other mobile computing devices for use by clients (e.g., to enable them to attend virtual appointments while in jail)	
Please specify:	
Other purchases, expenses, or reimbursements not described above	
Please specify:	

**Project Focus: Client-Focused or Case Support Services**

*Instructions:* In this section, we are interested in any activities directly related to related to P.C. §§ 1170.03 (formerly §1170(d)(1)), 1170.95, 1473.7(a)(1)-(3), and 3051 for case support services (such as obtaining or retaining expert witnesses or interpreter services) and as well as paying for or providing client-focused services (e.g., behavioral health treatment) or other client needs (e.g., transportation). The first table asks about PDP grant-supported activities for these key statutes of interest, while the second asks about relevant activities supported by non-PDP-grant funds.

We are interested in services provided internally (e.g., by staff of your office or agency, through internal resources) and those provided externally (e.g., by staff or experts that your office subcontracts with, or provided by outside entities that your office pays for). For these items, please enter the **number of clients for whom a given service was provided using internal resources or staff** (e.g., using internal assessment, mitigation, or interpreter personnel) and the **number of clients for whom a given service was provided using external resources** (e.g., retaining an external expert or support from an external immigration resource center). If a client has multiple cases for which you obtained services, please report the information at the client level rather than the case level.

If you did not provide a certain type of service, please enter N/A. Note that if you provided a client with both *internally* and *externally* provided services in a given category, you should include that person in both the count for internal services and for external services.

<i><b>PDP grant-funded activity in this reporting period</b></i>	<i><b># of clients for which services were provided internally</b></i>	<i><b># of clients for which services were provided externally</b></i>
Psychological or psychiatric assessment		

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Mitigation or sentencing expert or support		
Case management (e.g., development of a reentry support plan), clinical services, or reentry support services		
Provision of direct client needs (e.g., transportation, clothing, hygiene products, groceries, hotel stay)		
Other expert witness services not covered above		
Immigration support services		
Investigation assistance		
Interpreter services		
Transcription services		
Covered/compensated/reimbursed conflict counsel fees or expenses		
Provision of <i>other</i> client or case support services not described above (specify types below)		
1)		
2)		
3)		

<b><i>Activity related to P.C. §§ 1170.03 (formerly §1170(d)(1)), 1170.95, 1473.7(a)(1)-(3), and 3051 funded through other sources in this reporting period</i></b>	<b><i># of clients for which services were provided internally</i></b>	<b><i># of clients for which services were provided externally</i></b>
Psychological or psychiatric assessment		
Mitigation or sentencing expert or support		
Case management (e.g., development of a reentry support plan), clinical services, or reentry support services		
Provision of direct client needs (e.g., transportation, clothing, hygiene products, groceries, hotel stay)		
Other expert witness services not covered above		
Immigration support services		
Investigation assistance		
Interpreter services		
Transcription services		
Covered/compensated/reimbursed conflict counsel fees or expenses		
Provision of <i>other</i> client or case support services not described above (specify types below)		
1)		
2)		
3)		

[END]